



Rio Arriba County Detention Center (RACDC) POLICY 010: STAFF ORIENTATION

All new or part-time employees shall participate in a general orientation to get familiarized with the operations of the facility. Employees will get 80-hours of on the job training (OJT) for this purpose.

Procedure:

1. Staff orientation (OJT) will include at a minimum, a general familiarization of:
 - a. Personnel policies
 - b. Organizational structure
 - c. Job description
 - d. Physical plant
 - e. Policies and procedures of the detention center
 - f. Programs of the facility
 - g. County rules and regulations
2. The administrator shall ensure that the participation of new employees in the orientation to the facility is recorded in the individual's file.
3. The administrator shall provide for the orientation of all new detention personnel as follows:
 - a. Clerical/support staff with minimum inmate contact shall receive 24 hours of orientation prior to being assigned independently to a job.
 - b. Support staff with daily inmate contact shall receive 80 (eighty) hours of orientation prior to being assigned independently.
 - c. Detention officers shall receive 80 (eighty) hours of orientation prior to being assigned to a particular post.